



Code: 7123

Family: Construction, Maintenance, and Skilled Labor

Service: Operation and Construction

Group: River, Harbor, and Transportation

Series: Automotive Transportation

CLASS TITLE: EQUIPMENT TRAINING SPECIALIST - MOTOR TRUCK DRIVER

CHARACTERISTICS OF THE CLASS

Under general supervision, develops and presents training programs in the operation and maintenance of automotive and power equipment, and performs related duties as required

ESSENTIAL DUTIES

- Trains Motor Truck Drivers (MTD's) in the operation and maintenance of automotive and power equipment
- Develops and implements related safety and accident prevention training and instructional procedures
- Confers with departmental supervisors regarding special training needs and instructs MTD's to meet those needs
- Observes equipment operations and recommends standards for manpower and equipment utilization
- Administers road tests to motor vehicle drivers
- Maintains employee training records
- May prepare and maintain safety training manuals, instructional modules, visual aids, and other training documents
- Prepares periodic status and progress reports on equipment operation and safety training activities

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Three years of work experience as a Motor Truck Driver, including at least one year instruction experience in the safe operations of automotive and power equipment

Licensure, Certification, or Other Qualifications

- A valid State of Illinois Class "A" or "B" Commercial Driver's License (CDL), is required
- Some departments will require an "X" endorsement to the CDL, within 6 months of hire
- Some departments will requires an P and X endorsement to the CDL, at the time of hire

WORKING CONDITIONS

- General office environment
- Exposure to outdoor weather conditions
- Exposure to loud noise, fumes or dust

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)
- Personal protective equipment (e.g., hard hat, shoes, glasses, gloves, vest, pads)
- Communication equipment (e.g., two-way radio, dispatch equipment)

PHYSICAL REQUIREMENTS

- Some lifting (up to 25 pounds) is required
- Ability to stand and walk for extended or continuous periods of time
- Ability to operate automotive vehicles and associated equipment
- Ability to work various work hours/shifts

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**Knowledge**

Moderate knowledge of:

- applicable safety and code standards specific to the operation and maintenance of trucks and heavy equipment, including OSHA standards
- training practices and procedures
- repair, maintenance, and preventative maintenance procedures applicable to automotive and heavy equipment
- computer operation and applicable computer software applications

Some knowledge of:

- applicable federal, state, and local laws, regulations, and guidelines
- geographical locations within the City and applicable facilities
- automotive mechanical and electronic systems, equipment, and materials
- applicable communications equipment and devices
- manufacturers' manuals for servicing equipment
- use of safety equipment and protective gear
- applicable emergency operations

Knowledge of applicable City and department policies, procedures, rules and regulations

Skills

- *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- *ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems

CLASS TITLE: EQUIPMENT TRAINING SPECIALIST - MOTOR TRUCK DRIVER

- *LEARNING STRATEGIES - Select and use training/instructional methods and procedures appropriate for the situation when learning or teaching new things
- *MONITORING - Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action
- *COMPLEX PROBLEM SOLVING - Identify complex problems and review related information to develop and evaluate options and implement solutions
- *INSTRUCTING - Teach others how to do something
- *SOCIAL PERCEPTIVENESS - Demonstrate awareness of others' reactions and understand why they react as they do
- *JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense

Other Work Requirements

- INITIATIVE - Demonstrate willingness to take on job challenges
- COOPERATION - Be pleasant with others on the job and display a good-natured, cooperative attitude
- CONCERN FOR OTHERS - Demonstrate sensitivity to others' needs and feelings and be understanding and helpful on the job
- SELF-CONTROL - Maintain composure, keep emotions in check even in very difficult situations, control anger, and avoid aggressive behavior
- ADAPTABILITY/FLEXIBILITY - Be open to change (positive or negative) and to considerable variety in the workplace
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
- INNOVATION - Think creatively about alternatives to come up with new ideas for and answers to work-related problems
- ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

CLASS TITLE: EQUIPMENT TRAINING SPECIALIST - MOTOR TRUCK DRIVER

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
February, 2016